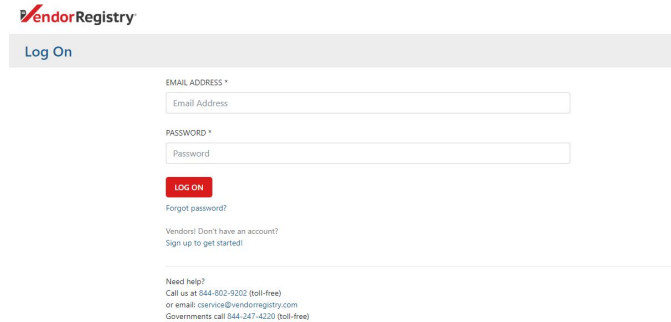


1. [Log in](#) to your Vendor Registry Profile



Vendor Registry
Log On

EMAIL ADDRESS *
Email Address

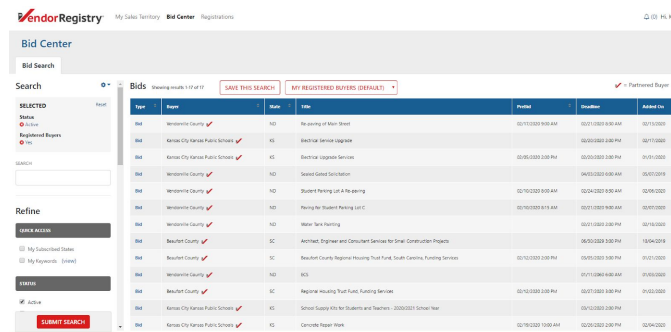
PASSWORD *
Password

LOG ON

Forgot password?
Vendors! Don't have an account?
Sign up to get started!

Need help?
Call us at 844-802-9202 (toll-free)
or email: cservice@vendoregistry.com
Governments call 844-247-4220 (toll-free)

2. In your Bid Center, find the Registered Buyers filter, click the box next to 'Yes' and click the red 'Submit Search' button. In the table of bids listed, find the solicitation in which you would like to submit and click the Bid or Quote wording in the Type column (this will upload a new tab for the solicitation).



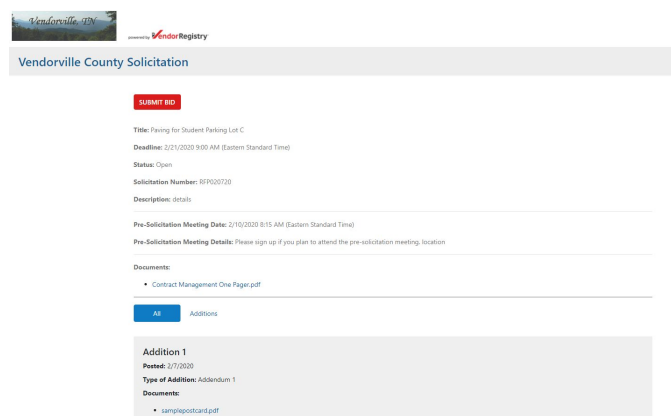
Vendor Registry My Sales Territory Bid Center Registrations M. Kealy

Bid Search

Showing results 1 of 17 **SAVE THIS SEARCH** **MY REGISTERED BUYERS (DEFAULT)** Partnered Buyer

| TYPE | BUYER | DATE | TITLE | POSTED | EXPIRES | UPDATE ON |
|------|-----------------------------------|------|--|---------------------|--------------------|------------|
| Bid | Wendover County | NO | Re-paving of Main Street | 02/12/2020 9:00 AM | 02/12/2020 9:00 AM | 02/12/2020 |
| Bid | Kansas City Kansas Public Schools | KS | Electrical Service Upgrade | 02/05/2020 2:00 PM | 02/05/2020 2:00 PM | 02/11/2020 |
| Bid | Kansas City Kansas Public Schools | KS | Electrical Upgrade Services | 02/05/2020 2:00 PM | 02/05/2020 2:00 PM | 02/11/2020 |
| Bid | Wendover County | NO | Sealed General Solicitation | 04/02/2020 9:00 AM | 04/02/2020 9:00 AM | 04/02/2020 |
| Bid | Wendover County | NO | Student Parking Lot A Re-paving | 02/10/2020 9:00 AM | 02/04/2020 9:00 AM | 02/19/2020 |
| Bid | Wendover County | NO | Paving for Student Parking Lot C | 02/10/2020 9:15 AM | 02/11/2020 9:00 AM | 02/19/2020 |
| Bid | Wendover County | NO | Water Tank Painting | 02/11/2020 2:00 PM | 02/11/2020 2:00 PM | 02/18/2020 |
| Bid | Beaumont County | SC | Architect, Engineer and Consultant Services for Small Construction Projects | 04/02/2020 3:00 PM | 04/02/2020 3:00 PM | 12/04/2019 |
| Bid | Beaumont County | SC | Beaumont County Regional Housing Trust Fund, South Central, Funding Services | 02/12/2020 2:00 PM | 04/02/2020 3:00 PM | 01/01/2020 |
| Bid | Wendover County | NO | ICS | 01/11/2020 9:00 AM | 01/11/2020 9:00 AM | 01/02/2020 |
| Bid | Beaumont County | SC | Regional Housing Trust Fund, Funding Services | 02/12/2020 2:00 PM | 02/12/2020 2:00 PM | 01/02/2020 |
| Bid | Kansas City Kansas Public Schools | KS | School Supply Kits for Students and Teachers - 2020/2021 School Year | 02/12/2020 2:00 PM | 02/12/2020 2:00 PM | 01/02/2020 |
| Bid | Kansas City Kansas Public Schools | KS | Concrete Repair Work | 02/19/2020 10:00 AM | 02/20/2020 2:00 PM | 02/04/2020 |

3. Click on the red "Submit Bid" button at the top.



Vendorville powered by Vendor Registry

Vendorville County Solicitation

SUBMIT BID

Title: Paving for Student Parking Lot C
Deadline: 2/12/2020 9:00 AM (Eastern Standard Time)
Status: Open
Solicitation Number: 879202720
Description: details
Pre-Solicitation Meeting Date: 2/10/2020 8:15 AM (Eastern Standard Time)
Pre-Solicitation Meeting Details: Please sign up if you plan to attend the pre-solicitation meeting, location

Documents:

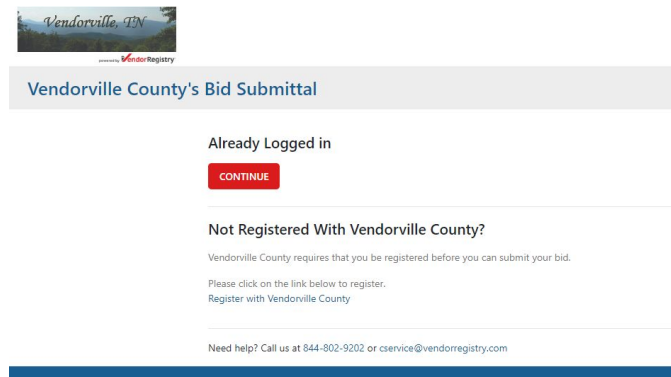
- Contract Management One Pager.pdf

All Additions

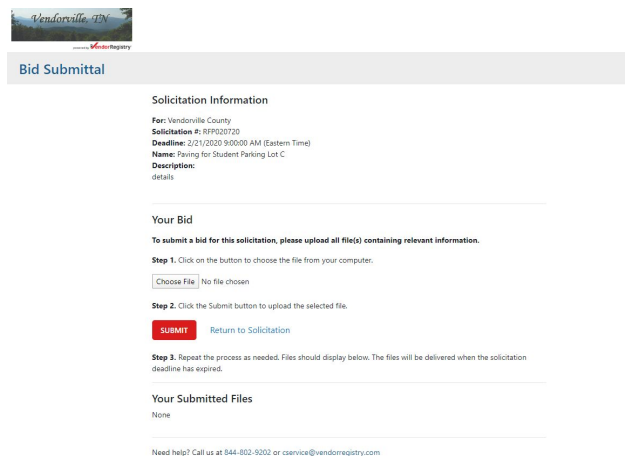
Addition 1
Posted: 2/7/2020
Type of Addition: Addendum 1
Documents:

- samplepostcard.pdf

4. If the government requests that the submittal be gated, you will be prompted to log in again. Click the red 'Continue' button.



5. To upload your bid submittal documents, click on the red 'Choose File' button and select the document(s) that you would like to upload for the submittal



Vendors can upload as many files as needed, but it is required that they be upload one by one. Each file size can be up to 20MB and can be any of the following file types:

case ".pdf": case ".doc": case ".docx": case ".dwg":
case ".dxf": case ".png": case ".jpg": case ".jpeg":
case ".xls": case ".xlsx": case ".xlsb": case ".txt":
case ".ppt": case ".pptx": case ".rtf": case ".vsd":
case ".csv": case ".zip": case ".gif":

6. Once you have selected a file, you will see the file name on Step 1. Click the red 'Submit' button. To upload more than 1 file, select the 'Choose File' button again and select another file to upload, then click the red 'Submit' button. Repeat this process until all desired documents are listed under 'Your Submitted Files'.

Your Bid

To submit a bid for this solicitation, please upload all file(s) containing relevant information.

Step 1. Click on the button to choose the file from your computer.

Choose File **Testing Document.docx**

Step 2. Click the Submit button to upload the selected file.

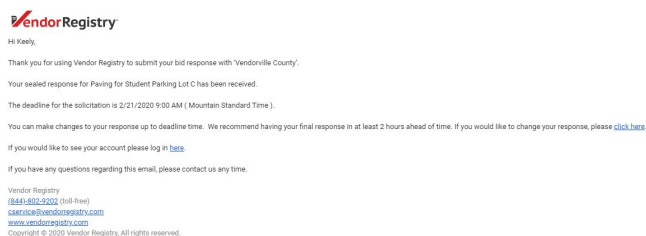
SUBMIT Return to Solicitation

Step 3. Repeat the process as needed. Files should display below. The files will be delivered when the solicitation deadline has expired.

Your Submitted Files

None

7. You can "Download" or "Withdraw" your submitted documents under 'Your Submitted Files'
- Please note, if you withdraw documents, the requesting government agency cannot view those files
8. Once you have finished submitting your bid or quote, you can exit out of the tab and return to your "Bid Center"
9. Check the email address associated with your Vendor Registry account for an email confirmation of your bid or quote submittal



If you have any questions, please do not hesitate to reach out to our Support Team by email at cservice@vendorregistry.com or toll-free at (844)802-9202. We are happy to help.